

USE OF THE GENERAL ADMINISTRATION BUILDING COMMON CONFERENCE ROOMS PROCEDURE **DRAFT 9-30-09**

Purpose Statement:

This procedure establishes the process for:

- Scheduling activities in the GA Building common conference rooms

This procedure applies to:

- GA employees
- Anyone wanting to request use of the GA Building common conference rooms

Action: New

Review Cycle: 2 years

Date Approved: _____

Approved By: _____

Linda Villegas Bremer
Director

Related Policies: Use of the General Administration Building Common Conference Rooms Policy

Supporting Forms: Activity Application
Service Work Order

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Part 1 - Scheduling activities

1. You should submit a completed permit application to us at least 2 working days prior to the activity. You can obtain a permit application from the GA Building Information Center or from our website.
2. When we receive a completed application from you, the GA Building Information Center will:
 - a. Review the application for completeness and reasonable time, place and manner limits.
 - b. Get additional information as needed to determine reasonable time, place and manner limits.
3. Within 2 working days of us receiving the completed application, the GA Building Information Center will approve or deny the application and notify the applicant.
4. If an activity is approved, the GA Building Information Center will:
 - a. Notify you that your activity has been approved and issue you a permit.
 - b. Notify you that any required fees for GA services that will be invoiced to you.
 - c. Reserve the date and time on the activity schedule.
 - d. Submit a work order for requested GA services, equipment or gear.

- e. Send an informational e-mail listing the activity name, date, time, location and expected number of attendees to:
 - i. The GA Building asset manager.
 - ii. The GA Building facility manager.
- 5. If an activity is denied the GA Building Information Center will notify you in writing and:
 - a. State the reason for denial.
 - b. Provide the appeal process.

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Part 2 Cancelling activities

- 1. If we decide we must cancel a permit as provided for in our policy, the GA Building Information Center will:
 - a. Notify you in person or writing and state the reason for cancellation.
 - b. Remove the activity from the schedule.
 - c. Notify, via e-mail, the GA Building facility manager.
 - d. If appropriate, work with you to reschedule the activity.
- 2. If you decide to cancel an activity after we have issued you a permit:
 - a. You must notify the GA Building Information Center in writing or by email as soon as possible.
 - b. The GA Building Information Center will remove the activity from the schedule.
 - c. The GA Building Information Center will notify, via e-mail, the GA Building facility manager.

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Part 3 Designating common conference rooms

- 1. If we decide to designate a room as a common conference room, the GA Building Information Center will:
 - a. Prepare a recommendation to designate a room as a common conference room in consultation with the GA Building asset manager and the GA Building facility manager.
 - b. Submit the recommendation to the Deputy Director's assistant for approval or denial.
- 2. The Deputy Director's assistant will approve or deny the recommendation.
- 3. If approved as a standard common conference room, the GA Building Information Center will:
 - a. Notify the GA Building asset manager.
 - b. List the room on the intranet meeting site search tool.
- 4. If approved as a temporary common conference room, the GA Building Information Center will:
 - a. Notify the GA Building asset manager.
 - b. List the room on the intranet meeting site search tool if the room will be available for more than one activity.

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PROCEDURE FEEDBACK

Did this Procedure successfully answer your questions? Please send your comments to policy@ga.wa.gov.